RTL GUIDE Appendix B
October, 2008 Forms

APPENDIX B FORMS

- 1. Signature and Seal Sheets
- 2. PS&E CADD Submittal Form
- 3. AADD CADD Submittal Form
- 4. Project Plan Review Check List
- 5. PE's Certification of Utility Facilities
- 6. Budget Verification of Highway Maintenance Funds
- 7. Budget Verification of Minor B Funds
- 8. Budget Verification of Special Funded Projects
- 9. Information Handout Cover Template
- 10. District PS&E Quality Feedback
- 11 FHWA Oversight Guidlines
- 12. FHWA Record of Prior Approval for Contract Addendum
- 13. Public Interest Finding Form

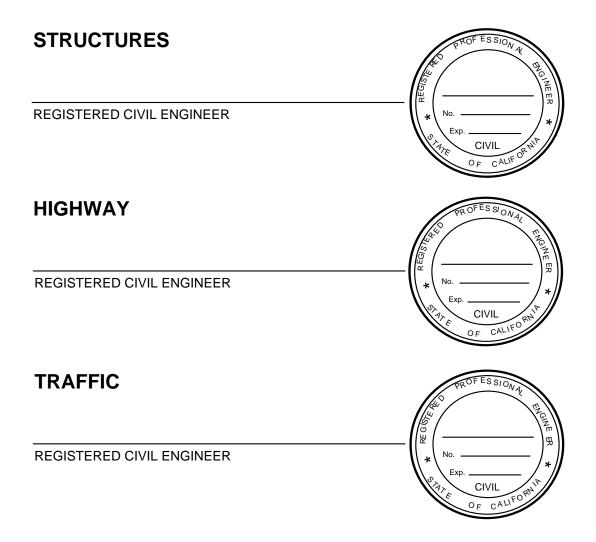
(SIGNATURE AND SEAL SHEETS){ XE "SIGNATURE AND SEAL SHEET: EXAMPLES" }

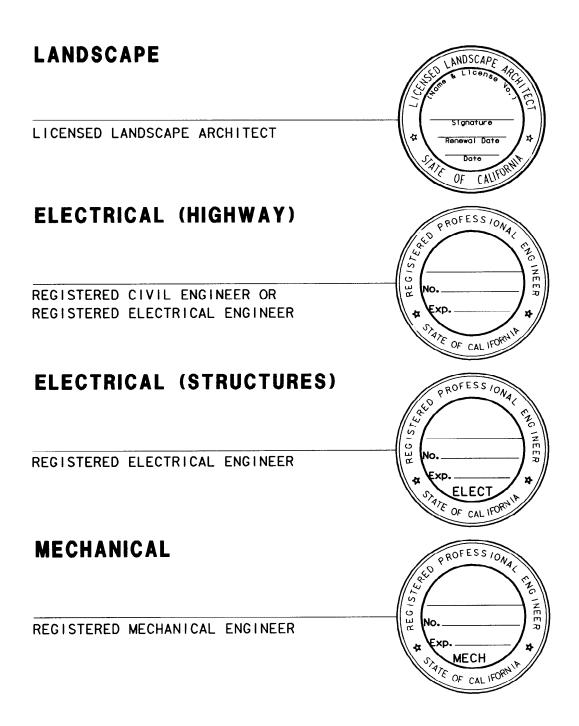
CONTRACT NO. 00-000004

DESIGN OVERSIGHT APPROVAL		REGISTRATION NO.	DATE	Complete for projects
PRINTED NAME	SIGNATURE			prepared by consultants
				or local agencies only.

Approved as to impact on State facilities and conformance with applicable State standards and practices as described in the A & E Consultant Services Manual.

The special provisions contained herein have been prepared by or under the direction of the following Registered Persons.





Date In

Package Received:

Received by:

Date out

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION PS&E CADD SUBMITTAL Date DES-OE -0021 (Rev 03/28/01) Check Two This is a -- O Original O Revise/Replace O Additional O Addenda ☐ District ☐ Structures Dist.SourceEA District/County/Route ☐ Imperial ☐ Metric Post Mile or Kilometer. Post Phone Number District Project Engineer Project Manager Phone District Structures CADD Contact Person Delineator E-Mail Address Fax PROJECT IDENTIFICATION Node ID / Address / File Name **Directory Size (Blocks/Bytes)** Total No. Files **Total CADD Sheets** PS&E DIRECTORY CHECKLIST ☐ Place Proper Signature File Design Place Registration Seal Information Delete Unused Named Views Follow Leveling Convention (As Per Manual) Directory / File Protection For DES-OE Access Follow Electronic File Naming Convention Plot Files Rotated 0 or 90 Degrees Remove Extraneous Information Plot Files Generated From Fenced Cut - lines ☐ Place All Files In PS&E Directory Display Properly Specially Added Files (list) Display Correct Levels In Design Files ☐ Check For Current Time/Date Stamp Final Check Print Created On Current Plotting System Establish Plot View For All Design Files **DES -OE** Engineer's Revised Submittal Approval (Initials) For DES-OE Project Plans DES -OE **Use Only Special Instructions:** To:

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

Date out

Date In Package Received:

Received by:

PS&E CADD SUBMITTAL - AADD

DES-OE -0021A (New 08/27/01)

Date

Inis is a • Original O Revise/Replace O Additional O Addenda			aenaa 	—— Cneck I wo		
Dist.SourceEA District/County/Route				District	Structures	
Post Mile or Kilometer. Post				☐ Imperial ☐ Metric		
District Project E	ngineer	Phone Number	Project Mana	ger	Phone	
District Structures	s CADD Contact Person		Delineator em	ail address	Calnet/Fax	
Node ID / Addre		PROJECT IDEN	ITIFICATIOI	N		
Directory Size (I	Blocks/Bytes)	Total No. Files		Total TIFF Sheet	s	
Special Instruction	ons:					
Eor DE	S-OE Project Plans					
FOR DE	Use Only					

Project Plan Review Check List

(For District Or Structures Use)

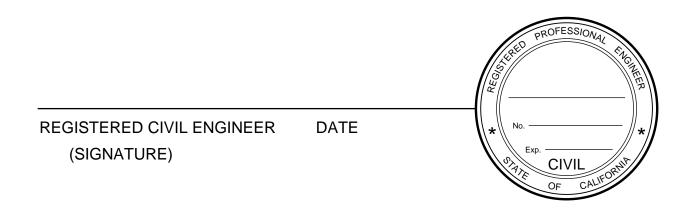
THIS CHECKLIST SHALL BE COMPLETED BY THE DESIGNATED PROJECT REVIEWER ONLY -PLEASE PRINT CLEARLY DIST/STRUCTURES ☐ District ☐ Structures IMPERIAL/METRIC ☐ Imperial ☐ Metric PROJECT I.D. Dist/SourceEA DIST. / COUNTY (S) / RTE (S) / PM PROJ ENGR _____ PHONE ____ DATE REVIEWED DIST O.E. PHONE DRAFT REVIEWER IS THIS A CONSULTANT JOB ☐ Yes ☐ No PROJECT REVIEW CHECK RECOMMENDS... TYPE OF PLANS CADD CONV Other ☐ SEND PLANS TO DES-OE WITH PS & E PACKAGE RETURN PLANS TO PROJ ENGR FOR ADDITIONAL CHANGES **TOTAL SHEETS** CADD CONV. **OTHER** TITLE SHEETS **PLAN SHEETS** Seal / Signatures Seal & Signature Design Oversight Approval for Consultant Projects-Lower Left (Printed Name, Signature, Registration No., North Arrow (use appropriate size) Date of Signature) and PS&E Note North Arrow / Bar Scale or No Scale Scale (if applicable) Proper Sheet Identification in Lower Rt. Comer Correct Contractor's Note (lower left) Including The Correct Sheet Identification Code / County(ies) Where Project Located Shown on Location Plan Number Map (Outlined / Crosshatched) Use Standard Line Symbology (dropout where Project Description In Accordance With Section 2-2.1 (B) applicable) Of The Plans Preparation Manual Leave Sheet Index Blank Lettering Or Text (dropout where applicable) Check All Lettering Drainage / Profile Grids (should be in dropout) All Features In Project Title Must Be Identified On Strip Map Check Details For Reduction Suitability Project E.A. In Lower Rt. Border Dist. / Co. and Disclaimer Note Other _ Show Destinations W / Arrow On Strip Map Show City or County Limits Show City Names Of Incorporated / Unincorporated Areas (caps / upper/lower respectively) Bridges Shown By Symbol, Also Show Bridge Name, Type (O.C. or U.C.) and Number if Structure Plans Are Included **IMPORTANT** Label Waterways/Railroads and All Relevant St Names □ Plot Verification _____ Identify All Signed Routes On Strip Map (use no shields) Electronic Date / Time Stamp Show Construction Limits Or Location Of Construction Indicated on plans Including Stationing and K.P.'s **COMMENTS:**

Project Engineer's Certification of Utility Facilities

(Dist-Co-Rte-km)	(EA)		
		- -	
(description)		Within Cons	struction
		Area	?
REQUIRED INFORMATION		yes*	no
High Risk Facilities (list, describe with location, and dispe	osition):		
Low Risk Facilities (list, describe with location, and dispo	osition):		
(All High and Low Risk Utilities within the construction positively identified.)			
OPTIONAL INFORMATION		-	
Other Utility Facilities (list, describe w/location, and disp	osition):		

(Mark appropriate box)
This project does not contain deviations from the Policy on High and Low Risk Underground Facilities Within Highway Rights of Ways.
This project contains deviations from the Policy on High and Low Risk Underground Facilities Within Highway Rights of Ways. These deviations from policy have been reviewed and approved by the Division Chief, Division of Design.

I hereby certify that the above listed facilities are located within the project limits and that this project conforms to the Policy on High and Low Risk Underground Facilities:



Note: For purposes of this certification, PE is considered to be the person in responsible engineering charge of the project.

BUDGET VERIFICATION

Highway Maintenance Funds (Program 20.80)

		To Be Completed by Mair	tenance Engineering:
AADD Standard	HM Funding:	Program Description:	TRAMS Code: Mari
DISTRICT: RESPONSIBLE DISTRICT:	HM1 - Base HM1 - PM HM1 - 122 HM2 - Roadside	Base: Flexible (010); Rigid (020) Preventive: Flex. (010); Rigid (020) Pavement Preservation Roadside	20.80.010.xxx
PROJECT EA:	HM2 - 151 HM3 - Base HM3 -115 HM4 HM5 Others	Drainage Preservation Bridges Bridge Preservation Electrical/Traffic Guidance Maintenance Facilities	20.80.020.151
LOCATION (S):	Others	T- D- Cl-t-ll- M-'-t	
CTY: RTE: BEG/EN	JD PM•	To Be Completed by Maintenance # of Ln-Mi/Bridges/Culvers:	Engineering:
CTY: RTE: BEG/EN		# of Ln-Mi/Bridges/Culvers:	
CTY: RTE: BEG/EN		# of Ln-Mi/Bridges/Culvers:	
CTY: RTE: BEG/EN	ND PM:	# of Ln-Mi/Bridges/Culvers:	
CTY: RTE: BEG/EN	ND PM:	# of Ln-Mi/Bridges/Culvers:	
(HM1 - Ln-Mi; HM2-151 - Culverts;	HM3 - Bridges)	Total # for Project:	
DESCRIPTION:			
WORK TYPE:			
ESTIMATE OF COST:			
FISCAL YEAR(S):			
Contract Language: Fully Funder Dollar Job:		and \$ in F	Y
SIGNATURE	(District Maintenance I	Engineer) DAT	'E
District Maintenance Funds have b	peen allocated for this p	project:	
SIGNATURE	(District Resources M	anager) DAT	'E
SIGNATURE	(Maintenance Budgets N	Manager) DAT	` <u>E</u>
HQ HM Coordinator concurs with	fund allocation:		
SIGNATURE	(HQ HM Coordinat	or) DAT	

BUDGET VERIFICATION OF MINOR B FUNDS

(Program 20.)

SIGNATURE	DATE
District MINOR B Funds have been allocated for this project: Program Manager	
SIGNATURE	DATE
Project Manager	
REMARKS:	
FISCAL YEAR(S):	
FUNDS ALLOCATED:	
ESTIMATE OF COST:	
KILOMETER POST:	
ROUTE:	
COUNTY:	
EXPENDITURE AUTHORIZATION:	
DISTRICT:	

Budget Verification of Special Funded Projects (NOT VOTED BY CTC)

DISTRICT:
EXPENDITURE AUTHORIZATION:
COUNTY:
ROUTE:
KILOMETER POST:
ESTIMATE OF COST: \$
FISCAL YEAR(S):
SOURCE OF FUNDS:

SIGNATURE DISTRICT RESOURCE MANAGER

DATE

FOR CONTRACT NO.: ##-####4

INFORMATION HANDOUT

WATER QUALITY

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD NORTH COAST REGION SAN FRANCISCO BAY SECTION

LOS ANGELES REGION
LAHONTAN REGION
SANTA ANA REGION
CENTRAL VALLEY REGION
CENTRAL COAST
COLORADO RIVER BASIN

BOARD ORDER NO. ##-###
NPDES PERMIT NO. CAS######

PERMITS

STATE OF CALIFORNIA DEPARTMENT OF FISH AND GAME

NOTIFICATION NO. ##-####

UNITED STATES ARMY CORPS OF ENGINEERS
NON-REPORTING NATIONWIDE 404 PERMIT

SAN FRANCISCO BAY CONSERVATION DEVELOPMENT COMMISSION BCDC - M##-##

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

UNITED STATES COAST GUARD

STATE OF CALIFORNIA STATE LANDS COMMISSION

DEPARTMENT OF THE TREASURY U.S. CUSTOMS SERVICE

TAHOE REGIONAL PLANNING AGENCY

AGREEMENTS

CALIFORNIA DEPARTMENT OF FISH AND GAME
NOTIFICATION NO.#######

COUNTY OF LOS ANGELES
PLANNING DIVISION
OF THE PLANNING AND BUILDING DEPARTMENT

NATIONAL MARINE FISHERIES SERVICES

KARUK TRIBE MOU (Indian Reservation Ordinances)

UNITED STATES FISH AND WILDLIFE SERVICE (Biological Opinion)

ENCROACHMENT PERMITS

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

SACRAMENTO COUNTY DEPARTMENT OF PUBLIC WORKS

YOLO COUNTY
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

CITY OF LOS ANGELES DEPARTMENT OF WATER AND POWER

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
FLOOD CONTROL DISTRICT

COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
COASTAL DEVELOPMENT

COUNTY OF SAN BERNARDINO
PUBLIC SERVICES GROUP
TRANSPORTATION/FLOOD CONTROL DEPARTMENT

MATERIALS INFORMATION

LEAD INVESTIGATION REPORT

SITE INVESTIGATION REPORT

ASBESTOS SURVEY

FOUNDATION RECOMMENDATION

FOUNDATION REVIEW

CORROSION REPORT

RETAINING WALL TEST BORINGS REPORT

GEOTECHNICAL DESIGN REPORT

OPTIONAL DISPOSAL/MATERIAL SITES

PROJECT REPORT

QUALIFICATION FOR ULTRASONIC TESTING PERSONNEL (Handbook)

SOIL & ROCK LOGGING CLASSIFICATION MANUAL (Field Guide)

ROUTE: Dist-CO-RTE-PM

DISTRICT PS&E QUALITY FEEDBACK

DES-OE Specification Engineer:This feedback is to be prepared at Draft Contract Ready for all projects regardless of Services requested. The feedback will be used to recommend a baseline for acceptable quality of a District PS&E.

District Office Engineer:

This feedback is provided to assist you with the preparation of future PS&Es. Please review the comments with the Project Engineer.

	Date Feedback Form Initiated: 4/16/2008			
Project Information:	PS&E Readiness:			
DEA: test	(Click to select option)			
Dist-Co-Rte-KP:	Proj. Cost Estimate at DCR:			
Proj. Cost Estimate at Submittal:	No. of Plan Sheets at DCR:			
No. of Plan Sheets at Submittal:	No. of Contract Items at DCR:			
No. of Contract Items at Submittal:				
Service Level: O1 O2 (AADD)				
Personnel:				
District:	DES-OE:			
DOE Senior:	Specification Engineer:			
Specification Engineer:	Area Senior:			
Project Engineer:	Landscape Architect:			
Project Manager:	Electrical Engineer:			
1. Were there any missing project plans? O Yes O No If so, list the missing plan sheets: 2. Were there any non-conforming project plans? O Yes O No If so, which policy did it deviate from?: 3. Were there any missing details? O Yes O No				
If so, list the missing details: 4. Were there any plan sheets replaced during draft contract processing? O Yes O No If so, list the replaced plan sheets:				
Contract Specifications:				
Were there any missing specifications? If so, list the missing specifications:	○ Yes ○ No (Example: 19-010)			

2. Were there any non-conforming specifical lf so, list the non-conforming specifical	
A. Incorrectly edited specifications:	
B. Inapplicable specifications:	
C. Unapproved NSSPs:	
D. Others, list:	
Project Cost Estimate: 1. Were there any missing contract, Sup If so, list the missing items:	plemental and/or State Furnished items? O Yes O No
 Were there any non-conforming items If so, list the item numbers in the indic A. Quantities not matching the plans 	cated categories:
B. Non-standard Unit of Measure:	
C. Incorrect Item Code Number:	
D. Incorrect Item Code Description:	
E. Item Incorrectly and/or not design	ated as specialty "S" or final pay "F":
F. Inapplicable Items:	
3. Contingency deviated from the 5% but4. Mobilization not included or deviated to5. Supplimental Work Items that exceed	from the 10% with no approval: O Yes O No
C. Others. Feet	
6. Others, list:	

FHWA Oversight Guidelines

Under the new Stewardship and Oversight Agreement executed on September 4, 2007, FHWA's oversight responsibilities were changed from what they were in prior years. To reflect this change, the terms "Full Oversight" and "Exempt" related to federal oversight were dropped and replaced with the terms "High Profile" and "Delegated" respectively. For projects that are identified as "High Profile", a High Profile Project Agreement will be required to be executed between FHWA and the Department. The agreement will identify specific items that FHWA will have approval authority over and also items whereby the approval authority will be delegated to the Department. It is necessary to identify High Profile Projects (HPP) and FHWA Approval/Involvement early in the Project Identification (Planning)/Initiation (PID) Phase of the project. However, the HPP identification process is to be applied during and in between each phase of the project as illustrated in the following flowchart.

The HPP determination will be made at the Caltrans District level in conjunction with FHWA. Therefore, Caltrans' current method of project identification and/or initiation will be the basis for determining HPPs with a few additional steps phased into the process. The criteria for HPPs include:

- Controversial and Congressional Interest projects
- Pilot projects
- Executive Order 13274 projects Environmental Stewardship and Streamlining
- Interstate Projects containing:
 - o Design exceptions relating to the 13 controlling criteria
 - New or modified access points
 - o Innovative contracting method projects with Federal funds
- Invitational projects
- Major Intelligent Transportation Systems (ITS) projects
- Major Projects (>\$500 M)
- Non-Traditional Revenue Sources projects
- Special Experimental Projects Alternative Contracting (SEP-14)
- Special Experimental Projects Public Private Partnerships (SEP-15)
- Unusual Bridge and Structure projects

Projects not meeting the above criteria and/or not selected as HPPs will be considered to be Delegated Projects and Caltrans will have approval authority for all aspects of the federal-aid project, except those which may not be delegated by federal law (requiring FHWA approval). For the Delegated Projects, FHWA will verify compliance with federal regulations via annual program and process reviews.

More detailed information on the HPP identification process is found in the "California Stewardship & Oversight Agreement Approach to Identifying "High Profile" Projects" Guidelines (see Appendix D).

Summary

The Strategic Project Oversight Selection Process would identify High Profile Projects for additional oversight by FHWA. These projects would meet the criteria described below and be mutually agreed to by FHWA and Caltrans. This review process diagram charts what these criteria are, when they may be met, and how a project would be selected for FHWA involvement. All projects not meeting these criteria would be delegated to Caltrans and administered per the Project Responsibilities List.

Summary Criteria:

- Congressional Interest, Controversial etc
- Demonstration and Pilot projects
- Executive Order 13274
- Interstate projects (Reduced Design Standards, Interchanges that are removed, new or require major modification, Innovative Contracting methods)
- Invitational (by Caltrans)
- Major ITS projects
- Major Projects (> \$500M)
- Non-traditional Revenue Sources
- SEP-14 and SEP-15
- Unusual bridges and structures

Project Identification Phase

Key Decisions: Programming, Cost, Scope and Schedule (PID,

Likely Criteria:

START

- Congressional Interest, Controversial, Etc.
- Demonstration and Pilot Projects
- Executive Order 13274
- Interstate Projects (Interchanges that are removed, new, or require major modification)
- Major ITS projects
- Major Projects (> \$500M)
- Unusual Bridges and Structures

No official designation until funding decisions or early in the PA/ED Phase

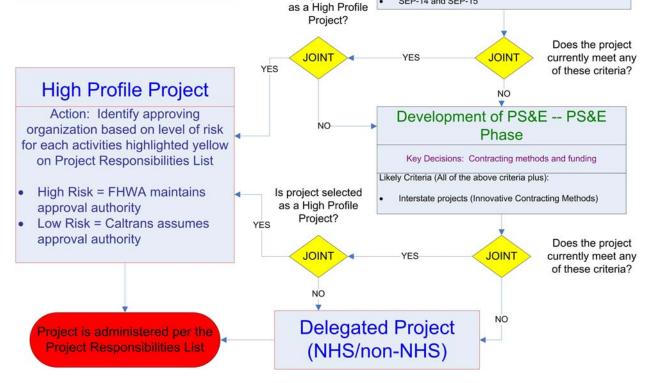
Caltrans may begin discussions with FHWA on possible High Profile Projects

Project Approval Environmental Document -- PA/ED Phase

Key Decisions: Preferred Alternative and funding

Likely Criteria (All of the above criteria plus):

- Interstate Projects (Reduced Design Standards, Innovative Contracting Methods)
- Invitational (by Caltrans)
- Non-Traditional Revenue Sources Is project selected
 - SEP-14 and SEP-15



RECORD OF PRIOR APPROVAL FOR CONTRACT ADDENDUM

PROJECT NO.	ADDENDUM NO.	CONTRACT NO.	DIST-CO-RTE-PM
REQUESTED BY		CALTRANS HQ	DATE:
		RE / DISTRICT	
PROPOSED CHANGE:			
REASON FOR CHANGE:			
DECOMMENDATION FOR AD		A DDD OXAA	
RECOMMENDATION FOR API	PROVAL	<u>APPROVAL</u>	
Operations Engineer		Team Leader	
		Program Delive	ry Team
DATE:		DATE:	
			

Rev. 1/01 (Copy to CT)

Public Interest Finding Form (rev. 2004)

The Public Interest Finding Guidelines (see Appendix D) provide the necessary details for processing Public Interest Findings.

U.S.DEPARTMEN TRANSPORTAT		L HIGHWAY ADMINISTRATION	CALIFRONIA DEPARTMENT OF TRANSPORTATION	
TRANSMITTAL	AND REQUEST FOR	APPROVAL OF PUBL	IC INTEREST FINDING	
□ Waiver To Buy America Requirements (23 CFR 635.410) □ Experimental Contracting Methods □ Informal Bid (Less Than Three Week Advertisement) □ Use Of Force Account (Day Labor) □ Use Of Publicly Owned Equipment		☐ Use Of State-Furnished Materials (23 CFR 635.407) ☐ Mandatory Use Of Borrow/Disposal Sites (23 CFR 635.407) ☐ Use Of Patented And Proprietary Materials (23 CFR 635.411) ☐ Other:		
FEDERAL-AID PROJECT NO.	CLASS OF FEDERAL FUNDS:	□IM □NH □STP		
EA	DIST-CO-RTE-KP (PM)	ESTIMATED COST	FEDERAL FUNDS	
GENERAL LOCATION:		GENERAL DESCRIPTION OF WORK		
REMARKS (STATE):				
REWARRS (STATE).				
APPROVED BY STATE'S FEDERAL-AID-ENGINEER		TITLE:	DATE:	
REMARKS (FHWA):		<u>'</u>	·	
APPROVED BY FHWA'S ENGINEER		TITLE:	DATE:	
NOTE: FHWA'S SIGNATUR	E NOT REQUIRED FOR STATE-A	AUTHORIZED PROJECTS, EXCEP	T FOR "BUY AMERICA"	
FNM-406 (REV. 2004)				